

WILX TV
EEO FILE REPORT
June 1, 2012-May 31, 2013

I. VACANCY LIST¹

See **Master Recruitment Source List (MRSL)** for recruitment source data

Job Title	Recruitment Sources (RS) Used to Fill Vacancy	RS Referring Hiree
Photographer	1-43	11
Evolving Media Manager	1-43	43
New Media Sales Designer	1-43	43
Creative Services Editor	1-43	42
Anchor/Reporter/Video Journalist	1-43	34
Account Executive	1-44	44
Account Executive	1-44	11
News Assistant	1-43	42
Producer	1-43	42
Video Journalist	1-43	34
Video Journalist	1-43	11
Producer	1-43	42
Photographer	1-43	11
Anchor/Video Journalist	1-43	12
Anchor/Video Journalist	1-43	11

¹ Please note that this report covers the period of June 1, 2012 through May 21, 2013.

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II. MASTER RECRUITMENT SOURCE LIST (MRSL)

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
1	Albion College - Department of Economics and Management W. C. Dyer Albion College Albion, MI 49224 517-629-0238 Gerstacker@albion.edu	N	
2	Arab American Heritigae Counsil Alex Isaac 515 Stevens St. Flint, MI 48502 810-352-2722 aisaac42@aol.com	N	
3	Baker College of Owosso-Career Serv Lisa Lynch 1020 S. Washington Owosso, MI 48867 989-729-3322 lisa.lynch@baker.edu	N	
4	Black Child & Family Institute Adia Boone 835 West Genesee Lansing, MI 48915 517-487-3775 officemngr@bcfi.org	N	
5	Capital Area Michigan Works Talent Bank Teri Sand 2110 S. Cedar St. Lansing, MI 48910 517-492-5599 tsand@camw.net	Y	2
6	Career and Student Employment Western Michigan University 269-387-2745 Lynn C. Kelly Albertson www.broncojobs.wmich.edu	N	

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7	Career Quest Sharri Artale 3215 S. Pennyslvania Lansing, MI 48910 517-853-7241 sartale@cqlc.edu	Y	
8	Central Michigan Univ/Broadcast Peter Orlik 344 Moore Hall Mount Pleasant, MI 48859 989-774-3851 orlik1pb@smich.edu	N	
9	Chicago State Univ/Communications Gayle Evans 9501 South King Drive 318 Education Building Chicago, IL 60628 773-995-2000 gevans@csu.edu	N	
10	Davenport University 220 E. Kalamazoo St. Lansing, MI 48933 517-484-2600 lacs@davenport.ude	N	
11	Employee Referrals	N	5
12	Gray Television Group Jane.ploegger@wsau.com	N	1
13	ITT Technical Institute Grand Rapids Jennifer Hance 4020 Sparks Drive S.E. Grand Rapids, MI 49546 800-632-4676 jhance@itt-tech.edu	N	

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
14	Kellogg Community College Laura DePompolo 450 North Avenue Student Employment Services Battle Creek, MI 49017 269-965-3931 jobhelp@kellogg.edu	N	
15	Lansing Community College Alandis Baker PO BOX 40010 Lansing, MI 48917 517-483-1172 cesjoblink@lcc.edu	N	
16	Mary Coffman University of Northwestern 301-229-2168 m-coffman@northwestern.edu	Y	
17	Media Line mark@medialone.com (News Jobs)	N	
18	MAB- Includes Job Fairs Sarah Beeskow 819 N. Washington Lansing, MI 48906 800-968-7622 mab@michmab.com	Y	2
19	Michigan State University Theda Rudd 113 Student Services Bld. East Lansing, MI 48824 517-355-9510 ruddt@csp.msu.edu	N	
20	Michigan State University Telecommunications Job Notices N370 N. Business Complex East Lansing, MI 48824 517-355-4451 steinfie@msu.edu	N	

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21	Michigan State University Career Services and Placement Kelley Bishop Michigan State University 113 Student Services Building East Lansing, MI 48824 517-355-9510 bishopke@csp.msu.edu	N	
22	Michigan State University College of Communication and Art/Science Karin Hanson 287 Comm. Arts Building East Lansing, MI 48824 517-355-6500 hanson39@msu.edu	N	
23	Michigan Works Saginaw County Dennis Brieske 1600 N. Michigan Room 400 102 W. Belle St. Charles, MI 48655 989-865-2477 smb@michiganworks.com	N	
24	Michigan Works Clinton County Douglas Stites 101 W. Cass St. Suite A 2 nd Floor, PO BOX 145 St. Johns, MI 48879 989-224-2000 tsand@camw.net	Y	1
25	NAACP Job Placement 408 E 8 th Street Wilmington, DE 19801 302-655-0998 britsmile@aol.com	N	
26	NAACP-Port Huron Branch Juanita Taylor PO Box 610486 Port Huron, MI 48060 810-987-2446 phnaacp@aol.com	N	

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RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS over 12-month period
27	NATIONAL ASSOC OF BLACK-OWNED BROADCASTERS PRISCILLA GREEN 1155 CONNECTICUT AVE NW 6TH FL Washington, DC 20036 202-463-8970 nabob@abs.net	N	
28	NATIONAL ASSOC OF HISPANIC JOURNALISTS LETICIA SALAZAR 529 14TH ST NW 1193 NATIONAL PRESS BLD Washington, DC 20045 202-662-7145 jobbank@nahj.org	N	
29	NON Employee Referral	N	3
30	Specs Howard nbonneville@specshoward.edu	Y	
31	Spring Arbor University Damon Seacott Master of Arts Communication 106 E. Main Spring Arbor, MI 49283 517-750-1200 dseacott@arbor.edu	N	
32	Spring Arbor University Kristy Taylor 106 E. Main Street Spring Arbor, MI 49283 517-750-6347 ktaylor@arbor.edu	N	
33	Spring Arbor University - WSAE Michelle Dawson 106 E. Main St. Spring Arbor, MI 49283 517.750.9723 michelle@arbor.edu	N	

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34	TV Jobs Mark Holloway PO BOX 4116 Oceanside, CA 92502 800-384-0119 jobs@tvjobs.com	N	2
35	UNIV OF NEW MEXICO -DEPT OF COMM & JOURN MARY BIBEAU UNIVERSITY HILL NE Albuquerque, NM 87131 505-277-5305 cjugrads@unm.edu	N	
36	UNIVERSITY OF MICHIGAN /FILM & VIDEO STUDIES JOB NOTICES 105 S STATE ST Ann Arbor, MI 48109 734-764-0147 sakirby@umich.edu	N	
37	<u>University of Phoenix-West Michigan</u> <u>Campus</u> <u>3100 West Rd.</u> <u>East Lansing, MI 48823</u> <u>517-333-5133</u> <u>Jennifer.m.brewer@phoenix.edu</u>	Y	
38	WALTER CRONKITE SCH OF JOURNALISM KAREN SHANNON ARIZONA STATE UNIV Tempe, AZ 85287 480-965-9011 karen.Shannon@asu.edu	N	
39	Washtenaw Community College Employment Services David Wildfong 4800 East Huron River Drive Student Center Building, RM 287 Ann Arbor, MI 48106 734-677-5155 dwildfong@wccnet.edu	Y	

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40	Washtenaw Community College –Orchard Radio Dave Waskin 4800 East Huron River Dr. P.O. Box D-1 Ann Arbor, MI 48106 (734) 677-5405 dwaskin@wccnet.edu	N	
41	Weber State university Communications Job Listings 1605 University Circle Ogden, UT 88408 801-626-6426 tsanders@weber.edu	N	
42	WILX Bulletin Board Promotions from within PT to FT	N	6
43	WILX website (www.wilx.com)	N	3
44	WILX On-Air Spots for Account Executive positions	N	9
		Total Interviews:	33

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III. RECRUITMENT INITIATIVES

	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
1	Participation in job fairs	<p>At the March 13, 2013 Greater Lansing Broadcast Media Career Fair, four station employees with substantial responsibility in making hiring decisions attended. The event was held at the Lansing Center. WILX is a major sponsor of this event.</p> <p>On Nov. 9, 2012, our news director attended the Broadcast Career Builder Conference held at Lansing Community College.</p> <p>All WILX managers attended the Lansing Community College Job and Internship Fair held on March 28, 2013.</p> <p>Our human resources manager attended the Job Fair at Jackson Community College on April 19, 2013. Students from the media classes visited and asked questions about how to get started in the communications business.</p>
2	Internship Program/Shadowing	<p>WILX establishes an internship program in coordination with area colleges such as Michigan State University and Alabama State University. During this reporting period, five students took part in our internship program; three in the summer of 2012; one in the winter of 2013; and one who began in May, 2013.</p> <p>A student from Dewitt High School shadowed our operations manager in March, 2013.</p>

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	TYPE OF RECRUITMENT INITIATIVE (MENU SELECTION)	BRIEF DESCRIPTION OF ACTIVITY
3	Participate in events relating to career opportunities in broadcasting sponsored by educational institutions.	<p>WILX meteorologists go to area schools to teach students about weather. The students are allowed to work the cameras and get to experience how the operation of weather at WILX is done. The visits occurred on: Sept. 26, Oct. 18, Oct 25, Nov. 16, Dec. 6, Jan. 03, Jan. 24, Jan. 31, Feb. 7, Feb 22, Mar. 7, Mar. 21, Apr. 10, and May 1.</p> <p>Our local Sales Manager spoke at Central Michigan University on March 1, 2013. He spoke with the media students about careers in sales and media.</p> <p>On December 13, 2012, all WILX hiring managers participated in a webinar offered by the station's FCC and Employment legal counsel that addressed EEO and FCC issues to consider in recruiting candidates, conducting interviews, and making hiring decisions.</p>